Qualified Products List

Qualified Manufacturers List

Laboratory Suitability Information

SOURCING AND QUALIFICATIONS DIVISION
DLA LAND AND MARITIME
COLUMBUS, OHIO
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I hope this document facilitates your lab suitability effort. The Sourcing and Qualifications Division stands ready to assist you with any DoD specification related test questions and to help you get started with the laboratory suitability program.

Any questions or clarification concerning portions of this document should be directed

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We thank you for your participation and support of the DoD Product Qualification Program.

Sincerely,

JOSEPH GEMPERLINE
Chief
Sourcing and Qualifications Division

DLA Land and Maritime-VQ
Laboratory Suitability Information

1 Introduction

This document has been prepared by the Sourcing and Qualifications Division of DLA Land and Maritime to assist laboratories in the process of attaining and maintaining laboratory suitability. Facilities with DLA Land and Maritime-VQ laboratory suitability in accordance with this handbook will be listed on the LIST OF COMMERCIAL LABORATORIES SUITABLE FOR TESTING MILITARY DEVICES published by DLA Land and Maritime-VQ. You may obtain a copy of this list and all forms referenced in this document by visiting our World Wide Web Site at:

http://www.landandmaritime.dla.mil/Offices/Sourcing_and_Qualification/resource.aspx

The laboratory suitability program is established under the Defense Logistics Agency Standardization Program: The DLA Standardization Program's purpose is to assist the DoD in procurement, storage, and distribution of equipment, materials, and supplies. The standardization program accomplishes this purpose by providing multi-service procurement documents including military specifications, which state requirements for a single type of item such as semiconductors (MIL-PRF-19500), detail drawings which state requirements for a specific item or family of items associated with a military specification such as power rectifiers (MIL-PRF-19500/xxxx), and standard practices such as test methods for semiconductors (MIL-STD-750). The standardization program provides lists of pre-qualified parts (Qualified Products List, QPL) and pre-qualified processes and materials required to make components (Qualified Manufacturers List, QML). The standardization program also provides lists of pre-qualified suppliers with approved quality and counterfeit mitigation practices for certain stock classes (Qualified Testing Suppliers List, QTSL). Each procurement document is managed by a "preparing activity" and each QPL and QML is managed by a "qualifying activity."

The DLA Land and Maritime-VQ Laboratory Suitability Program is intended solely for those suppliers qualified or pursuing qualification by DLA Land and Maritime-VQ who either do not have a particular piece of test equipment (e.g. RGA) or do not have the capacity in house to test all their qualified parts (e.g. ongoing QCI) and therefore wish to utilize an independent test lab.

The Sourcing and Qualifications Division (VQ) of the Engineering and Technical Support Directorate (V) of DLA Land and Maritime is the qualifying activity for many QPLs and QMLs. The office (branch of VQ) that is the qualifying activity for a particular specification can be identified by looking up the specification in the "QML/QPL Listings" section of the website above. When a laboratory performs testing for more than one specification one VQ branch will be assigned as the office of primary involvement (OPI). The OPI will be the laboratory's main point of contact and will coordinate activities such as facility audits and retention reports with the qualifying activities for additional specifications as needed.

The United States Government does not guarantee that all testing conducted by non-Government laboratories determined by the Government to be suitably equipped and staffed for testing under a particular specification will result in the inclusion of the product(s) tested on the Qualified Products List or Qualified Manufacturers List. It is not intended nor should it be inferred that the United States Government guarantees that a non-Government laboratory will render satisfactory performance. Furthermore, the Government assumes no responsibility in the event that such a laboratory renders unsatisfactory service or furnishes unacceptable data to any person or organization utilizing its services. It is not implied that a suitably equipped and staffed non-Government laboratory is in any way superior to other laboratories.

2 Obtaining Suitability

2.1 Sponsorship

Laboratories requesting laboratory suitability must be *sponsored* by a QPL, QML, or QTSL company. Sponsorship involves the company preparing a letter stating their intent to use the lab for testing QPL, QML, or QTSL products. A copy of this letter must be sent with the request for suitability. Once a laboratory has laboratory suitability, the laboratory can request additional testing capabilities and DLA Land and Maritime-VQ will determine if additional sponsorship documentation is required.

2.2 Facility Audit

Laboratories requesting laboratory suitability will be audited by DLA Land and Maritime-VQ or their designated representative. Audits will be performed prior to suitability being granted and on a periodic basis thereafter. DLA Land and Maritime-VQ and other Government representatives reserve the right to call on laboratories at any time in order to observe test operations currently under way for any testing related to military supply. A new letter of Laboratory Suitability will be issued after each successful initial or re-audit. DLA Land and Maritime-VQ may, if deemed appropriate, grant interim laboratory suitability until an audit can be performed. Pre-suitability information must be submitted and approved prior to interim approval.

2.3 Pre-Suitability Submission

DLA Land and Maritime-VQ may request the following items be submitted (or updated) prior to the laboratory suitability:

2.3.1 A formal request for lab suitability, including the letter from the sponsoring entity

2.3.2 Completed equipment list (*VQ-SOF-91 (FM 36)* or equivalent)

2.3.3 Program plan, quality manual or other documentation describing the laboratory's compliance with each item in Section 3 (General Requirements), including a brief description of how each requirement is met and a list of the applicable internal procedure numbers

2.3.4 Functional block organizational chart including titles and phone numbers

2.3.5 Example test traveler and/or test report

2.3.6 Documented procedures for each test method for which suitability is being requested

2.3.7 Results of a recent internal audit and associated corrective actions

2.3.8 Acceptable corrective actions to an audit per Section 2.2 above

Unsuccessful applicants will be apprised of the basis of rejection and may reapply after the cause of rejection has been eliminated.

2.4 Extent of Laboratory Suitability

Laboratory suitability will be granted after an audit has been conducted and the laboratory has successfully addressed any issues identified by the audit team. DLA Land and Maritime-VQ may grant interim suitability upon acceptance of pre-suitability information per Section 2.3 until an acceptable audit can be performed. Laboratory suitability is granted by letter from DLA Land and Maritime-VQ and will remain valid until withdrawn by DLA Land and Maritime-VQ. Suitability is granted for individual test methods and conditions. When applicable, limited capability within a test method will be indicated in the suitability letter. Tests shall be conducted at the place specified in the laboratory suitability letter, and in accordance with the procedures documented and demonstrated during the audit, unless an alternate location or procedure is approved by DLA Land and Maritime-VQ.

Qualification testing (required by a specification for the product to be listed on a QML/QPL) may be conducted only by laboratories that have been approved by DLA Land and Maritime-VQ in writing to perform the specific tests and conditions.

Subcontracted Tests

2.4.1 Entire tests may be subcontracted only to another laboratory with DLA Land and Maritime-VQ suitability for the specific test and condition.

2.4.2 Equipment belonging to a laboratory that is not on the DLA Land and Maritime-VQ lab suitability listing may only be used with prior approval of DLA Land and Maritime-VQ. Calibration records of the equipment must be obtained by the suitable laboratory. The test procedure of the suitable lab shall be used and the test either performed by the suitable lab's technician or at least overseen by the suitable lab's technician to ensure the procedure is followed. Measurements must be performed or witnessed by a technician from the suitable laboratory. Records from the testing performed using the non-suitable laboratory's equipment may not be altered and the original results must be included in the final lab report prepared by the suitable laboratory.

3 General Requirements

3.1 Pre-Suitability Submissions

Laboratories are responsible for maintaining all pre-suitability submission items and for ensuring any revised items are submitted to DLA Land and Maritime-VQ. All changes to pre-suitability submission items that affect testing must be approved by DLA Land and Maritime-VQ.

3.2 Document Control

A procedure is required to assure that the laboratory's internal and external documents are current and that changes to these documents are made in a controlled manner. The procedure shall detail the document approval process and what steps are taken to assure laboratory personnel are using the correct document. Document control records shall indicate what revision of each document is current and how each document was approved.

Test records for each test performed shall at a minimum include the part number, serial number, test performed, date, operator, test conditions, equipment numbers, and, if applicable, acceptance criteria and test results.

3.3 Test Procedures

Documented internal procedures are required for each test method for which suitability is granted. At a minimum, the following information is required:

3.3.1 List of the type of equipment, fixtures, golden units, and other accessories needed for the test

3.3.2 Any special handling requirements (including ESD, controlled storage, cleaning, safety)

3.3.3 A detailed explanation of how to set up the test equipment and perform the test utilizing the laboratory's own equipment

3.3.4 Test diagrams, if applicable

3.3.5 Forms needed to record data and finished test report

3.3.6 Reference to the acceptance criteria when acceptance evaluations are made

3.4 Specifications and Standards

All military and non-government specifications and standards required for performing testing must be current and controlled. As a minimum this should include the applicable test methods and the applicable product specification.

3.5 Handling/Storage of Test Specimens

Procedures must indicate how test specimens will be handled and stored to protect against damage or degradation, including electrostatic discharge (ESD). The procedure shall cover all areas of the facility where product is handled, from receipt of test specimens to shipping.

3.6 Environmental Controls

Procedures shall indicate how the facility's environment is controlled to assure the environmental requirements of the applicable test methods, standard, and/or product specifications are met.

3.7 Calibration

All equipment used to validate test conditions or to accept or reject test specimens must be calibrated in accordance with ANSI/NCSL Z540 or equivalent. Procedures shall be written detailing the facility's calibration system, including equipment calibration, calibration periods, status identification, recall, and out-of-tolerance conditions.

3.8 Training

Procedures shall state the minimum training required by operators, how the training is performed, and what records are kept.

3.9 Internal Audit

Procedures shall be established detailing the facility's internal audit program. As a minimum, all items in Section 3 of this document shall be included in the internal audit program. Procedures and records shall include audit frequency (minimum annually), checklists used, auditor training, corrective actions, and follow-up audits.

3.10 Record Retention

All records required by this document shall be retained for a minimum of ten years unless otherwise stipulated in the Department of Defense specification applicable to the parts being tested or extended by customer requirements.

3.11 Contract Review

Procedures shall be established detailing the process used to determine what contractual requirements apply, including test methods and conditions, and the method of assuring that all contractual requirements are met. Records of each contract review performed must be kept. Whenever the military specification method is specified, the lab must perform the testing in accordance with the DLA Land and Maritime-VQ approved procedure, to all the military specification requirements and in accordance with what was demonstrated during the DLA Land and Maritime-VQ audit. See section 4.3 for exceptions.

3.12 Change Control

The laboratory must maintain a list of controlled documents (including revisions) that describe the quality system and testing. These documents will be reviewed as part of the DLA Land and Maritime-VQ audit. Once approved, any changes to these documents that affect testing must be approved by DLA Land and Maritime-VQ. Other changes that could affect testing capability, such as a facility move or equipment change, shall be communicated to DLA Land and Maritime-VQ prior to implementation. DLA Land and Maritime-VQ must be notified if the laboratory point of contact is changed.

4 Testing Guidelines

4.1 Recording of Data / Test Data Sheets

Data shall be presented in sufficient detail to substantiate the test procedures used and the results obtained in the testing. Data shall be recorded in permanent ink or electronic form. Failure to submit data in sufficient detail may be cause for rejection of the test report. The manufacturer can use their own forms only if they contain all required information.

The following requirements must be considered when recording data on test data sheets:

4.1.1 The date each test was performed shall be recorded on the data sheet. For testing that requires tests to be performed sequentially, sufficient information shall be recorded to evidence that the tests were performed in the prescribed order (i.e. date and time each was performed).

4.1.2 Test data for environmental and mechanical tests must include all test conditions. For example, vibration test data must include: vibration amplitude (inches or "g's"), frequency range, sweep-time, duration, and planes of vibration that were tested, as well as any electrical values applied and recorded during test. Results of electrical testing before and after vibration should be recorded. For tests involving time as a test condition (e.g., thermal shock test), the data should show the actual time that the test started and ended, and the actual temperature for each step of each cycle. This data can be recorded on an operating log sheet or chart recorder, which are acceptable mediums for reporting test conditions.

4.1.3 For electrical tests, the data must include all applicable test conditions, i. e., voltage, current, frequency, etc., and the specified test characteristic. If the characteristic value is calculated, the data must include all readings, the characteristics measured, the formulas used for calculations, a sample calculation, and the calculated values. For example, when voltage and current readings are taken for wattage calculation, the values of the voltage and current measured must be recorded on the data sheets along with the calculated wattage. A copy of any chart, table, or other aid used instead of calculations must be included with the data.

4.1.4 Test conditions must be evaluated and recorded at the time of the test instead of being copied from the specification before testing or when the test report is being assembled.

4.1.5 All data in a test report, such as test conditions and test results, must be the actual reading on each item in test. Variable data is required for every measurement taken, where applicable.

4.1.6 Dimensional measurements must include all dimensions on the applicable specification figure having a numerical value with a tolerance (including weight measurements). In many drawings, only one value (usually identified as "typical") is shown for such things as multiple mounting holes, several leads, or several pins. However, all holes, leads, or pins must be measured and their measurements recorded.

4.1.7 Corrections on data sheets will be made by “lining out” the incorrect entries with a single line (maintaining legibility of original data) and inserting the correct entry immediately adjacent to the “lined out” entry. The operator making the change shall initial by the “lined out” entry. Erasures, mark-overs, and “white-out” are not permitted on any test data sheets. If the data is recorded electronically, all changes shall be documented.

4.1.8 Test results must include traceability of the individual that performed the test and recorded the results. This may be provided by signature, initials, an assigned stamp, or a unique digital signature.

4.2 Test Report Preparation

When the laboratory performs testing DLA Land and Maritime-VQ will require a test report in accordance with this section. When a laboratory is performing only individual tests some of the requirements of this section may not apply. Upon completion of testing the test report shall be prepared and submitted to the company requesting the testing for review. All reports will be properly organized with numbered pages. Laboratories are encouraged to generate electronic test reports for easier retention when feasible. The test report will consist of the following items:

4.2.1 A title page that includes:

a) Name and address of part manufacturer
b) Name and address of the requesting customer if different from manufacturer
c) Specification number, including amendments and sheet numbers, and military standard, test method, and revision, as applicable
d) Authorization for testing (reference to the letter authorizing the tests) and associated test report number, when required by DLA Land and Maritime-VQ
e) Name and location of testing laboratory
f) Proprietary marking, when applicable

4.2.2 A summary of testing (in the order found in the military specification). An abstract synopsizing the performance and noting the numbers of samples that failed and passed the tests will be included.

Example:

Test Description	Requirement	Test Sample Identification No. Results			Status (Pass/Fail)	Report Section
		30014	30015	30016		
Coating Diameter	500 +/- 25 um	496.5	493.6	493.2	Pass	A

4.2.3 Any correspondences with the customer or DLA Land and Maritime-VQ concerning changes to testing (e.g. Notice of Deviation). If testing is initiated and then discontinued for any reason, the suitable laboratory will note the occurrence in the test report and in the laboratory retention report.

4.2.4 A list of the testing equipment used and current calibration information sufficient to evidence that the equipment is within the calibration cycle.

4.2.5 Form *19F*, *19P*, or *19W* (Authorization to Test), if applicable

4.2.6 A Certification of Materials (if required by the specification or requested by DLA Land and Maritime-VQ).

4.2.7 Manufacturer-supplied design and construction information needed for product testing and evaluation, if applicable.

4.2.8 Photographs (if required by the specification or requested by DLA Land and Maritime-VQ).

4.2.9 Data sheets (in the same order as the listing in the qualification test table(s) of the applicable specification).

4.2.10 Other data or information, e.g., VSWR charts, X-rays, formulas, moisture resistance charts, etc. (if required by the specification or requested by DLA Land and Maritime-VQ). Other data or information must include the date of testing and traceability to the test samples.

4.2.11 The test report will be signed by a responsible officer or authorized representative of the testing laboratory or contractor. The above report will be prepared whether the samples pass or fail the tests required by the applicable specification.

4.3 Exceptions to Testing

4.3.1 The test lab may make minor modifications to the product on the test floor if, in the opinion of DLA Land and Maritime-VQ, such modification would better enable the product to be tested in accordance with the test method. Any minor modification shall be recorded in the test report. Examples of minor modifications include altering lead lengths, bending leads, cleaning leads when cleanliness is not being evaluated, etc.

4.3.2 Major modifications of product to be tested or modifications of test methods are not permitted in the laboratory, unless explicitly approved by DLA Land and Maritime-VQ. The laboratory will refer such cases in writing to DLA Land and Maritime-VQ for decision as to whether or not the proposed changes will be permitted.

4.3.3 A test may be discontinued at the discretion of the testing laboratory at any time the product fails to meet any of the requirements of the specification. Upon request, samples shall be returned “as is” after testing to the applicant unless requested for review by DLA Land and Maritime-VQ. The applicant is responsible for shipping instructions and cost. Any modification permitted will be recorded in the test report.

4.3.4 Under no circumstance can changes, exceptions, waivers, etc. be applied when a test is performed on a QPL, QML, or QTSL product unless the modified test method is officially approved by DLA Land and Maritime-VQ or the preparing activity.

4.4 Other Testing Details

4.4.1 The Government will not be responsible for any expense associated with qualification tests in laboratories not operated by or contracted to the Government. Samples for testing will be supplied by the applicant at no expense to the Government. The Government will not be responsible for any expense resulting from:

a) Shipment of the samples to or from the laboratory
b) Damage during test
c) Damage or loss of sample while at the laboratory

4.4.2 Qualification testing at all laboratories may be subject to monitoring by a Government Quality Assurance Representative (QAR) at DLA Land and Maritime-VQ's request.

5 Retaining Suitability

5.1 Retention Reporting

5.1.1 Laboratories with DLA Land and Maritime-VQ laboratory suitability are required to submit a summary of testing on an annual basis, due on March 1st, to DLA Land and Maritime-VQ. The retention report shall cover all testing performed using the test methods standard for which suitability is granted.

5.1.2 Laboratories on the DLA Land and Maritime-VQ laboratory suitability list are required to periodically submit a summary of completed testing. This retention report shall cover all testing performed using the test methods for which suitability is granted. This report is due annually on March 1st and, as a minimum, shall include the following items, unless otherwise specified by the qualifying activity:

a) Military Part Number
b) Vendor Part Number
c) Manufacturer/ Customer
d) Lot Date Code
e) Test Method(s) and Specified Conditions
f) Date Test Completed
g) Quantity Tested
h) Quantity Accepted and Rejected When Evaluating Acceptability
i) Summary of Internal Audit Results
j) Master List of Controlled Documents, Including Revision Information

See *Annual Summary Form for Test Laboratories* form below.

5.1.3 If the laboratory does not perform testing for any QML, QPL, or QTSL products in a two-year period, the laboratory may be removed from the list of DLA Land and Maritime-VQ suitable laboratories.

6 Laboratory Moves, Changes in Name, and Changes in Ownership

6.1 Laboratory Moves

6.1.1 A suitable laboratory planning to move a plant from one location to another must notify the office of primary interest at least 90 days prior to moving and furnish the following information about the plan to move:

a) The address of the new laboratory location
b) A list of testing capabilities that will be transferred
c) A list of the testing capabilities that will be removed from the approval list
d) The date when move will be started and completed
e) Changes to be made if any, in:
- Test equipment
- Key test personnel
- Quality documentation
- Test procedures
- Environmental conditions

f) Plans to validate the move such as:
- Re-calibration or verification of new or moved equipment
- Verification of ESD controls if applicable
- Verification of environmental controls if applicable
- Training of new test operators if applicable

6.1.2 DLA Land and Maritime-VQ will review the information and notify the laboratory of any additional information that will be needed to approve the move. Once DLA Land and Maritime-VQ approves the moves, the laboratory will provide a retention report for the reporting period of the previous facility up to the time of the move.

6.1.3 After the move is completed the following information is required:

a) An updated list of equipment, if equipment changed
b) A list of any new documentation and their revisions
c) Any new or revised test procedures, which will be reviewed and approved by DLA Land and Maritime-VQ
d) An organizational chart
e) Results of an internal audit
f) Records of planned validations such as calibration, training, etc. and any deviations from the proposed plan

6.1.4 A new letter of laboratory suitability will be issued for the new location after DLA Land and Maritime-VQ has reviewed and approved all documentation submitted after the move.

6.2 Change in Company Name.

6.2.1 When a laboratory's name is changed, a letter or email must be sent to the office of primary interest specifying the following information:

a) Old name
b) New name
c) Testing affected
d) Statements regarding any changes in:
- Test equipment
- Key test personnel
- Quality documentation
- Test procedures

6.2.2 DLA Land and Maritime-VQ may have the Government QAR verify the information.

6.3 Change in Laboratory Ownership

6.3.1 When a laboratory changes ownership, a letter or email must be sent to DLA Land and Maritime-VQ specifying the following information:

a) Name of company receiving the laboratory
b) Effective date of transfer of ownership
c) A list of tests that are involved
d) Commitment to remain in the lab suitability program and to continue to meet the requirements of this book
e) Changes to be made if any, in:
- Test equipment
- Key test personnel
- Quality documentation
- Test procedures

7 Advertising

7.1 Advertising Restrictions

Laboratories may advertise the fact that they have been evaluated and found suitable to perform testing in accordance with a Department of Defense specification. However, certain restrictions do apply in accordance with DoD 4120.24-M and 15 U.S.C. Section 45(a)(1). Laboratories are also responsible for adhering to any advertising or marking restrictions cited in the applicable military specifications. These restrictions apply to all methods of disseminating information for the purpose of attracting potential business or retaining current business.

7.1.1 A laboratory may in no way imply that the United States Government in any way sponsors or recommends the laboratory over other laboratories granted laboratory suitability.

7.1.2 A laboratory may not advertise a blanket statement of suitability, implying that it has been deemed suitable for test methods for which it has not.

7.1.3 When advertising laboratory suitability, reference must be made to the particular test methods for which that laboratory has been deemed suitable by DLA Land and Maritime-VQ.

7.1.4 A laboratory may not state or imply that it is the only laboratory found suitable to perform a specific test method.

Note: DLA Land and Maritime-VQ does not “certify” companies or laboratories to DoD standards or specifications for laboratory testing. Laboratories, following the guidelines set within this booklet and all reference documents are found to be “laboratory suitable to perform the following test methods". At no time is "certification" issued.

7.2 Logo Use

The use of logos to advertise laboratory suitability is not expressly prohibited provided the logo does not violate the following exceptions.

7.2.1 Restricted logos shall not be used. These include the Department of Defense logo, the Defense Logistics Agency logo, and the DLA Land and Maritime logo.

7.2.2 Logos shall not mention or imply any form of suitability, certification, or affiliation with the Government such that would insinuate the laboratory is a part of the Government.

8 Referenced Forms

Annual Summary Form for Test Laboratories

Company Name Company Address	Company Contact: Name	Date:
	Phone: XXX-XXX-XXXX	Period:
	Company Contact's Email: companycontact@company.com	

Military Part # (a)	Vendor Part # (b)	Job No. (c)	Customer/Manufacturer (d)	Lot Date Code (e)	Test Description (f)	Test Method/ Condition (g)	Date Test Completed (h)	Qty Tested (i)	Qty Accepted (j)	Qty Rejected (k)

*All reports are due by March 1. Laboratories can send their reports to their DLA Land and Maritime POC or to VQLabs@dla.mil

Retention reporting shall include, as a minimum,
a. All testing performed for either commercial or military using test methods for which suitability is granted by DLA Land and Maritime, (This form satisfies this requirement)
b. A internal audit report and a summary of the findings,
c. A master list of all controlled documents used for testing and their current revision levels

Any and all proprietary information in this form is protected by the Federal Trade Secrets Act (18 U.S.C. §1905). DLA Land and Maritime is bound by the provisions of the Federal Trade Secrets Act. This law prohibits federal employees from "publishing, divulging or disclosing...trade secrets, processes, operations, style of work or apparatus…if that information came to him in the course of his employment or official duties." The law provides penalties for violations including removal from office, fines and imprisonment.

CHECK APPLICABLE BOX ☐ **LIST OF QUALIFICATION TEST FACILITIES**

☐ **LIST OF QUALITY CONFORMANCE TEST FACILITIES**

☐ **MASTER LIST** ☐ **SPECIFICATION LIST** **LIST DATE** _____

NAME OF FACILITY _____ **SPECIFICATION** _____ **REVISED** _____

STREET _____ **AMENDMENT** _____ _____

CITY _____ **STATE** _____ **MILITARY STANDARD** _____ _____

SPEC. PARA. OR TEST METHOD	EQUIPMENT	MANUFACTURER	TYPE OR MODEL	SERIAL OR INVENTORY NUMBER	DESCRIPTION AND USE (INCLUDE PARAMETERS TO BE MEASURED MEASURING EQUIPMENT AND CONTROLS AS APPLICABLE)	EQUIPMENT LIMITS (INCL. MULTIPLE RANGES)	ACCURACY	FREQUENCY OF CALIBRATION

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Complete top of page of all pages. Show street location not office address. Date block is for this page. Revision dates are for revision of this page.

2. List all equipment used to perform this test. Include test fixtures, ovens, all separate instrumentation, etc. If test equipment is homemade either at the facility or built to the facilities design, include wiring diagram showing all connections between instrumentation and product under test. List all instrumentation on this page, completing all columns. Do not forget instrumentation other than electrical, i.e. thermometers, accelerometers, and associated amplifiers and scopes.

3. Information required in each column:

   a. Specification Paragraph or Test Method - Do not list test name for each piece of equipment, once is enough.

   b. Equipment - Use proper name, i.e. Voltmeter, Megohm Bridge, Thermometer, Frequency Meter, Signal Generator, etc.

   c. Manufacturer - Do not abbreviate name or use initials unless it is normal trademark of company.

   d. Type or Model - As shown on equipment name plate.

   e. Serial or Inventory Number - This should be the number that is used for this equipment in your calibration records.

   f. Description - If a drawing is included, list drawing number. List other tests that use the same test setup. List different devices, families, etc. that are tested on this setup. Describe any features that will help us to understand the test setup.

   g. Equipment Limits - List both maximum and minimum values of applied conditions as well as test result characteristic.

   h. Accuracy - List for each test equipment. If a test set is composed of several items, do not add accuracies together; list each one.

   i. Frequency of Calibration - Do not put a date here. Dates of calibration belong on page 4 of DSCC Form 36F.

   j. If the above information is insufficient for evaluation, DSCC-VQ will ask for additional information, manuals, photos, schematics, etc.

4. If a piece of test equipment is used in several tests, do not duplicate complete description. Put complete description on page for the first test in alphabetical order. On other page, complete the first five columns and in the remarks put "Described under test (method of paragraph).

5. If a test setup performs more than one test, do not duplicate all details for each test. It is necessary only to give us a complete description once. The page for the lowest test method contains all details. Pages on other test methods using the same test setup should contain only the test name with this statement. "This test uses the identical test facilities described under test (name)."

6. If all tests are not in the MIL-STD, i.e. MIL-STD-202, but are in individual detail specifications, use the slash number and paragraph as the test method number, i.e., /23 para. 4.6.3.

7. If changes occur in equipment, only the page with the details of that equipment need be revised. The entire list, using a loose leaf binder format should never have to be rewritten.

8. A computer generated form may be used in place of this form. However, the generated form must contain all the information contained on this form.